



Student Code of Conduct

LOCAL POLICY

Version 8

Scope of Policy:	All Students
Policy Owner:	Head of Learner Success
Date of Initial Approval:	14/09/2021
Approved By:	Strategic Leadership Team
Status:	Current
Most Recent Publication Date:	25/10/2024
Equality Screening Date:	09/01/2017
Policy Review Date:	12/06/2025

Belfast Metropolitan College [‘Belfast Met’] is committed to providing publications that are accessible to all. To request additional copies of this publication in a different format please contact:

Corporate Development

Belfast Metropolitan College
Integrated Shared Services Centre
398 Springfield Road
Belfast. BT12 7DU

This document is only valid on the day it was printed. The master and control version of this document will remain with Corporate Development. Amended and approved versions of the policy must be sent to Corporate Development once approved. Final versions will be posted on the intranet by Corporate Development.

© Belfast Metropolitan College 5/10/16

You are welcome to copy this publication for your own use. Otherwise, no part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, electrical, chemical, optical, photocopying, recording or otherwise, without prior written permission of the copyright owner.

Further Information

For further information about the content of this policy please contact:

Department of Learner Success – Room 2:020

Belfast Metropolitan College
Titanic Quarter Campus
7 Queens Road
Belfast
BT3 9DT

Policy Compliance details:-

Compliance with Equality Legislation.

PLEASE NOTE: Policies must be equality screened before being submitted to SLT and Trade Unions:-

Equality Screening Date:	09/01/2017
Equality Screening Outcome:	Screened Out
Sector or Local Screening:	Local Screening
Consultation Date (if applicable):	Not Applicable
Equality Impact Assessment (EQIA) Date (if applicable):	Not Applicable
EQIA Key Outcomes:	Not Applicable

Document History

Version Number	Author	Amendments/Updates	Date
1.0	Learner Success	A cross college working group reviewed the College's Student Code of Conduct documentation.	10/02/2017
2.0	Learner Success	Amended to ensure clarity with respect to student misconduct, breaking down the misconduct into subsets for ease of use.	21/01/2019
3.0	Learner Success	Policy transferred to new format.	04/02/2019
4.0	Learner Success	Policy updated to reflect updates to the Student Disciplinary Policy.	18/04/2019
5.0	Learner Success	Policy updated to reflect minor updates to the Student Disciplinary Policy; addition of a new academic misconduct element around failure to submit work in a timely manner.	21/11/2019
6.0	Learner Success	Policy updated to extended IT misconduct to include: Sharing of your college network password, permitting anyone outside the class group to access or participate in your online lesson, or facilitate anyone else access to your online teaching delivery/materials without explicit authorisation from Designated College Staff to do so.	14/1/21
7.0	Learner Success	Policy updated to include OfS statement of expectations for preventing and addressing harassment and sexual misconduct affecting students. 3.1: 4 th and 8 th Bullet point. 3.10 new section	11/5/21
8.0	Learner Success	Page 6 updated to include image of the "Learning the Met Way".	22/8/22
9.0	Learner Success	Behavioural Misconduct updated to reinforce Belfast Met's policy against engaging in sexual activities on campus premises.	11/3/24

Table outlining changes to policy and dates made

Distribution

This document has been distributed as follows:

Name	Date
Trade Union	N/A
Strategic Leadership Team	15 September 2021
Published to intranet by Corporate Development	Apr 2019; Nov 2019, Jan 2021; May 2021; Aug 2022; March 2024

Table outlining who has approved and when

Contents

1. Purpose and scope of this policy	5
2. Obligations of students	6
3. Misconduct	7
4. Complaints	10


revie

1. Purpose and scope of this policy

The following guidelines are intended to create a College environment which enables you and all other students to succeed in safe and friendly surroundings. Our neighbours and work placement providers are also part of the larger College community, and deserve the same respect.

- Belfast Metropolitan College ('Belfast Met') aims to provide a safe, inclusive, disciplined and healthy environment in which learning can take place unimpeded by the unsatisfactory conduct or academic performance of others. The College also aims to protect its interests, reputation, staff, students and visitors from the unsatisfactory conduct of students. In support of these objectives, Belfast Met has published this Student Code of Conduct (the 'Code').
- The Code applies to all students of the College from the moment of enrolment through to completion of their course of study.
- The Code imposes mandatory standards of conduct on students in relation to all activities they engage in, and all services or facilities which they use, anywhere within the precincts of the College.
- For the purpose of this Code, a student is defined as being within the 'precincts of the College' when they are on College campuses, using an online learning platform, on a placement or in their place of employment, on a student trip, visit or residential excursion, or living in accommodation as a student of Belfast Metropolitan College.
- The Code imposes mandatory standards of conduct in relation to all activities of students wherever they may take place, where there is deemed to be a sufficient connection between the student's activity and the wellbeing, interests or reputation of the College, its staff, students or visitors.
- It is a condition of enrolment that each student undertakes to comply with both the letter and the spirit of the Code. This compliance remains a condition of continued enrolment at the College.

2. Obligations of students




Learning The Met Way

Belfast Metropolitan College is committed to being the "College of Choice" for learners and to ensuring that all learners display the College CARE values; Collaboration, Ambition, Respect and Excellence. Learning the Met Way embodies the skills, abilities and attitudes required for successful learning at the College and for your future.

Live Our Values


- Collaboration
- Ambition
- Respect
- Excellence

Collaboration




- I will work with fellow students and staff to support everyone's learning.
- I will support others in my class when I can.
- I will ask for support when I need it.
- I will be a positive member of the Belfast Met learning community.

Ambition




- I will set goals for my learning and review them regularly.
- I will work independently to the best of my ability.
- I will develop and maintain positive study habits.
- I will give my best in every learning activity.

Respect



- I will attend all my classes and be on time.
- I will treat all staff, students and other college visitors with respect.
- I will treat college property and premises with respect.
- I will respect the learning of others at all times.

Excellence



- I will push myself to do the best that I can in everything I do.
- I will use feedback from my tutors and others to improve.
- I will accept that setbacks happen and will continue to work hard.
- I will try new ways of learning to help me succeed on my course.

Students must –

- Read the Student Code of Conduct during induction, or after any in-year update of the Code, and adhere to the Code thereafter.
- Abide by the undertakings given in their application and enrolment forms and in any related documents.
- Be respectful, polite and courteous to all staff, students and visitors.
- Respect differences in relation to gender, race, nationality, ethnic origin, disability, sexual orientation, religion, belief, age, political opinion, dependant status, marital status and class.
- Respect and take reasonable care in relation to the property of the College, its staff, students or visitors.
- Carry their identity card at all times while on College premises or on business or activities connected with the College.
- Familiarise themselves with and comply with all relevant [College policies](#).
- Drive courteously and carefully while on College premises, including in College car parks where speed limits must be observed.
- Maintain satisfactory standards of academic performance as set by their Class Lecturer(s).
- Not use mobile technology in class without the permission of their Class Lecturer(s).
- Not wear symbolism or symbols of a sectarian significance linked to the community conflict in Northern Ireland, as they have the potential to cause disharmony.
- Not take food or drink into classrooms or other prohibited areas.
- Not bring animals on to College premises, with the exception of assistance dogs.
- Not smoke or vape within any part of the campus
- Avoid causing any nuisance by the use of mobile telephones, personal radios or music players (including in-car equipment).
- Avoid parking inappropriately in parking spaces designated for disabled persons or reserved for other persons.
- Avoid any anti-social behaviour in the neighbourhood of the College, en route to or from the College, or when living in accommodation as a student of Belfast Metropolitan College.
- Consider online platforms used for remote learning as an extension of the classroom environment and as such must adhere to the student code of conduct as they would in a campus classroom environment.
Positive behaviours to include:
 - Being present on the online platform on time.
 - Ensuring you are participating in the session from a suitable environment free from unnecessary distraction. Note: Ideally we would ask you not to participate in these sessions from a bedroom.
 - Addressing your tutor and peers appropriately, patiently and respectfully
 - Remaining attentive and interactive during sessions

3. Misconduct

Any breach of the Code may trigger disciplinary action. Disciplinary action may lead, in the case of serious or repeated breaches, to exclusion from the College.

The mechanism for dealing with alleged breaches of this Student Code of Conduct is set out in the College's Student Disciplinary Policy.

Students are advised that breach of this Student Code of Conduct may result in expulsion from the College and/or in the involvement of the police.

The following is a non-exhaustive list of examples of misconduct which would constitute a breach of the Student Code of Conduct and lead to student disciplinary measures.

3.1 Abusive Misconduct

- Behaving in a violent, indecent, disorderly, threatening, anti-social or offensive manner, or using offensive language.
- Behaving in a manner likely to cause injury or a risk of injury to health and safety.
- Behaving in a manner amounting to, or likely to amount to, bullying or harassment, including bullying and harassment through the use of communication technologies. (The College defines harassment as any unwanted conduct which has the purpose or effect of (a) violating a person's dignity, or (b) creating an intimidating, hostile, degrading, humiliating or offensive environment for that person.)
- Behaving in a manner amounting to, or likely to amount to harassment or differential treatment. This includes unwanted behaviour or conduct which has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment because of, or connected to, one or more of the following protected characteristics; race, nationality, ethnic or national origin, colour, religion or belief, gender, marital status, sexual orientation, gender reassignment, disability, political opinion, age or any other improper criterion. Harassment includes domestic violence/abuse and stalking and any incidents of physical violence towards another person(s) on the basis of a protected characteristic.
- Making any statement or publishing or broadcasting any information or opinion (including expressing orally, in writing, by images or by sign or by other visible representation, including electronically) which is prejudicial, threatening, abusive, insulting or offensive, or which constitutes harassment or makes others fear violence.
- Making or distributing photographic, video or audio recordings of members of staff, students or visitors of the College without their permission.
- Creating, making, possessing, storing, sharing or distributing unauthorised video, digital or photographic images of a person taken in a location in which that person has a reasonable expectation of privacy.
- Any sexual act or contact of a sexual nature that occurs without the consent of the other person, or occurs when the person is unable to give consent or whose consent is coerced or obtained in a fraudulent manner. This includes, but is not limited to, online or video voyeurism, violence of a sexual nature, sexual abuse, unwanted sexual contact, and obtaining, posting or disclosure of intimate descriptions, photos or videos without the express consent of the other individual.

3.2 Academic Misconduct

- Any type of cheating that occurs in relation to a formal academic exercise in order to receive course credit or a higher grade, or to avoid a lower grade, misrepresenting your knowledge and abilities.
- Forgery, falsification or misuse of the College's name or of any College record or document, or knowingly making any false statement or being party to impersonation in relation to any academic examination or assessment or College administrative function or service.
- Breach of copyright, plagiarism, copying the work of others or any other form of cheating in work, tests or examinations.
- Failure to submit work in a timely manner without prior approval or acceptable explanation.

3.3 Attendance and Punctuality Misconduct

- Poor or inconsistent attendance in a module, programme, placement, place of employment and/or additional classes
- Poor punctuality with respect to a module, programme, placement, place of employment and/or additional classes

3.4 Behavioural Misconduct

- Smoking or vaping within any part of the campus.
- Possession, use, consumption, sharing or distribution of legal or illegal substances, including the distribution, use or possession of prescription medications contrary to a valid prescription.
- Being in possession, within the precincts of the College or whilst taking part in any College activity, of any 'weapon', defined as being '*any article made or adapted for use to cause injury to the person, or intended by the person having it with him for such use*'.
- Being in possession, within the precincts of the College or whilst taking part in any College activity, of alcohol, except where permission has expressly been given in writing in advance by the relevant Director.
- Gambling on College premises.
- Disposing of litter inappropriately.
- Off campus anti-social behaviour or criminal behaviour which causes reputational damage to the College.
- Engaging in sexual activities on campus premises. Engaging in sexual activities, including but not limited to intercourse, oral sex, and public displays of affection of a sexual nature, is strictly prohibited on campus premises.
- Lewd, indecent or obscene conduct, including nudity or sexually explicit behaviour, that would reasonably be offensive to others.

3.5 Disorderly Misconduct

- Causing damage to, or defacement, misappropriation or unauthorised use or misuse of, any property or equipment belonging to the College.
- Obstructing, frustrating or disrupting any lecture, class or other instruction, or any laboratory work, or any examinations, or any meeting or other function (including social or sporting activities) authorised to take place within the College.
- Obstructing, frustrating or disrupting the conduct of the administrative work of the College or its public or official functions, activities or legal duties.
- Interfering with or impeding any employee, student or visitor of the College in going about any activity or business to which they are lawfully entitled, or preventing them from seeking entry to, or exit from, the College.

3.6 Fraudulent Misconduct

- Failure to adhere to the College's Student Criminal Convictions Disclosure Policy.
- Stealing or otherwise obtaining any property, money or advantage by deception.
- Altering, falsifying or otherwise misrepresenting documents relating to any member of College staff/student.

3.7 General Misconduct

- Infringing any policies of the College, whether contained within this Code or otherwise.
- Failing to comply with any sanction previously imposed for a breach of this Code.
- Contempt of the College's discipline procedures by failing to cooperate with the College's discipline authorities or otherwise.
- Aiding, abetting, counselling or procuring, or inciting or conspiring with others to commit, any breach of this Code.
- Failing to comply with the reasonable instruction of any member of staff at the College.
- Failing to disclose name and other relevant details or to show an identity card to an officer or employee of the College upon reasonable request.
- Refusing to make any payment due to the College.

- Refusing to make any payment, or to comply with any direction or restriction (subject to any right of appeal applicable) imposed by the Librarian in respect of the use of Library facilities.
- Making false, frivolous, malicious, mischievous or vexatious complaints.
- Wearing symbolism or symbols of a sectarian significance linked to the community conflict in Northern Ireland, e.g. Celtic or Rangers kit.

3.8 Health and Safety Misconduct

- Interfering with any mechanical, electrical or other property, services or installations within the College.
- Tampering with, or unapproved activation of, any safety equipment and/or warning system; setting or causing a fire; engaging in dangerous activity.
- Operating a vehicle or machinery or using tools whilst under the influence of drugs/alcohol.

3.9 IT, Internet and Social Media Misconduct

- Unauthorised access to or use of a computer, computer system, network, software or data.
- Alterations of computer equipment, software, network or data.
- Failing to comply with laws, license agreements and contracts governing network, software and hardware use.
- Using the College's computing resources for prohibited activities.
- Breach of the College's IT Acceptable Usage Policy.
- Misuse of social media, leading to reputational damage to the College, staff or students.
- Use of College facilities to create, display, produce, store, circulate or transmit obscene or pornographic material, or any material which may be deemed offensive in any form or medium.
- Sharing of your college network password, permitting anyone outside the class group to access or participate in your online lesson, or facilitate anyone else access to your online teaching delivery/materials without explicit authorisation from Designated College Staff to do so.

3.10 Sexual Misconduct

- Relates to all unwanted conduct of a sexual nature. This includes, but is not limited to:
- Sexual harassment
- Unwanted conduct which creates an intimidating, hostile, degrading, humiliating or offensive environment
- Assault
- Rape
- Physical unwanted sexual advances
- Intimidation, or promising resources or benefits in return for sexual favours
- Distributing private and personal explicit images or video footage of an individual without their consent

4. Complaints

It is hoped that we will be able to resolve any complaint through the complaints procedure. If the customer remains dissatisfied with the outcome they have the right to raise the matter with the Northern Ireland Ombudsman's Office (in his/her role as Commissioner for Complaints).

The customer can complain to the Ombudsman; however, the Ombudsman will normally only consider a complaint after it has been managed in accordance with the College's Customer Complaints Policy.

Contact details for the Ombudsman are:

Northern Ireland Public Services Ombudsman
 Progressive House
 33 Wellington Place
 Belfast
 BT1 6HN